

## **ORDINANCE NO. 2014-20**

**AN ORDINANCE** of the City Council of Bainbridge Island, Washington, clarifying the role, composition and duties of the Non-Motorized Transportation Advisory Committee and creating a new Chapter 2.32 of the Bainbridge Island Municipal Code.

**WHEREAS**, on December 11, 2002, the City Council passed Resolution No. 2002-49 establishing the Non-Motorized Transportation Advisory Committee ("NMTAC"); and

**WHEREAS**, on March 9, 2005, the City Council passed Resolution No. 2005-13 defining the roles and responsibilities of NMTAC and expanding the Committee's membership from seven to nine members; and

**WHEREAS**, on September 8, 2010, the City Council passed Resolution No. 2010-34 updating the roles and responsibilities of the NMTAC to recognize and integrate the federal, state and local emphasis on active recreation, reduction of greenhouse gas emissions and linking communities through regional connectivity, and to expand NMTAC's membership; and

**WHEREAS**, the City Council desires to clarify the role, composition and duties of the NMTAC, and to add the NMTAC to the Bainbridge Island Municipal Code, now therefore;

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** Resolution Nos. 2002-49, 2005-13, and 2010-34 are hereby repealed.

**Section 2.** A new Chapter 2.32 of the Bainbridge Island Municipal Code is hereby adopted in its entirety to read as follows:

### **Chapter 2.32**

#### **NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE**

##### **Sections:**

- |          |  |
|----------|--|
| 2.32.010 | Created – Membership, appointment, term and compensation |
| 2.32.020 | Vacancies – Removal                                      |
| 2.32.030 | Duties and responsibilities                              |
| 2.32.040 | Meetings, officers, records and quorum                   |

##### **2.32.010 Created – Membership, appointment, term and compensation**

A. There is created a non-motorized transportation advisory committee for the city, hereinafter called the committee. The committee shall consist of seven (7) voting members who shall be appointed by the mayor and confirmed by vote of the city council. In addition, the Bainbridge Island Metropolitan Park and

Recreation District and the Bainbridge Island School District have expressed a desire to provide liaisons to the committee. Liaisons will be non-voting members and may be elected officials and/or staff members as selected by Bainbridge Island Metropolitan Park and Recreation District and Bainbridge Island School District, respectively.

B. Members shall not be employees or officers of the city or appointed to another city committee, board or commission, except for specialized committees or task forces of limited duration.

C. Members of the committee shall serve for a period of three years, commencing on July 1 and ending on June 30 three years later. Members shall be appointed to a position number, and the terms are to be staggered, with no more than three positions expiring in any given year. A member may be re-appointed, and shall hold office until his or her successor has been appointed and has qualified. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

D. Members shall serve without compensation.

E. Members shall sign a conflict of interest statement in accordance with the city's ethics program upon appointment and any reappointment.

#### **2.32.020 Vacancies - Removal**

Members may be removed upon a majority vote of the city council. In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. Unexcused absence by any member from three consecutive meetings shall constitute grounds for removal.

#### **2.32.030 Duties and Responsibilities**

The goal of the committee is to work with neighborhood groups and city staff to implement the non-motorized transportation plan and advocate for non-motorized transportation facilities, including the funding for such facilities and promotional or educational programs encouraging non-motorized transportation. The committee will advocate for and ensure implementation of the non-motorized transportation plan, including but not limited to the recognition and integration of the federal, state and local emphasis on active recreation, the reduction of greenhouse gas emissions and the linkage of communities through regional connectivity.

A. Coordination efforts by the committee will include, but not be limited to:

1. Providing general guidance and recommendations to the city manager, city council, planning commission and appropriate city staff regarding non-motorized facilities;

2. Advocating for incorporation of active and recreational transportation systems in collaboration with appropriate city staff;
3. Reviewing proposed non-motorized projects, including reviewing and incorporating input from appropriate city staff and the public;
4. Reviewing proposed projects for local and regional connectivity and design standards;
5. Reviewing plans for subdivision, district public facilities (schools, parks, fire stations, community centers, etc), housing development demonstration projects (HDDP), and mixed-use commercial projects to advocate for incorporation of active and recreational transportation systems; and
6. Reporting annually to the city council prior to the start of the budget process.

B. Implementation activities by the committee will include, but not be limited to:

1. Assisting the city in review and delivery of proposed non-motorized projects;
2. Assisting the city in soliciting public comment on proposed facility designs and routes and providing the public works and planning departments with the input received;
3. Encouraging neighborhood residents, facility users and the larger community to become involved in the design process at the time the city identifies a non-motorized facilities project; and
4. Facilitating and coordinating volunteer building efforts such as trails and separated paths in collaboration with appropriate city staff.

#### **2.32.040 Meetings, officers, records and quorum.**

- A. The committee shall meet at least monthly. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).
- B. The committee shall select from among its members a chairperson for a one-year term at the first regular meeting of each year.
- C. For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion,

but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's web site.

D. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.

E. A majority of the voting members then serving on the committee shall constitute a quorum.

**Section 3.** This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

**PASSED** by the City Council this 12<sup>th</sup> day of May, 2014.

**APPROVED** by the Mayor this 12<sup>th</sup> day of May, 2014.

By: Anne S. Blair  
Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

By: Rosalind D. Lassoff  
Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK:	April 29, 2014
PASSED BY THE CITY COUNCIL:	May 12, 2014
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